

JUSTIFICATION

DIRECTIONS:

1. Start a new Word Processing document in Microsoft Word
2. Type your **HEADING**
3. After your heading, type the following Focus Corrections.

FCA's

1. **Heading**
2. **A creative title**
3. **At least three paragraphs**

PART ONE

1. Type a story using one of the Terrific Tales. No indents, no spell check. Times 12 Normal
2. On the Tools menu, click Word Count. How many words are in your story? _____

When you are finished typing take a look at the text alignment boxes on the ruler.
The first box should be highlighted. This means you have typed using **Left Justification**.



3. Go to **FILE** and **SAVE AS**, name this **05Left.Last name** and save to your folder.
4. **PRINT** your document [left justification] to **LaserWriter**

PART TWO

1. Highlight the paragraphs of your story
2. Select the **third box** for **right justification**.
4. Go to **FILE** and **SAVE AS**, name this **05Right.Last name** and save to your folder.



PART THREE

1. Highlight the paragraphs of your story
2. Select the **second box** for **center justification**.
5. Go to **FILE** and **SAVE AS**, name this **05Center.Last name** and save to your folder.



PART FOUR

1. Highlight the paragraphs of your story
2. Select the **last box** for **full justification**.
3. Go to **FILE** and **SAVE AS**, name this **05Full.Last name** and save to your folder.



When you finished all four parts show your work and get it checked:

Use the Open Command from the File Menu in Microsoft Word.
**Open all four files – have them
open on your computer for the teacher to check.**

05Left.Last name _____
05Right.Last name _____
5Center.Last name _____
05Full.Last name _____

Staple your story to this sheet and pass it in.

